

**Kalamazoo Public Library  
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES  
REGULAR SESSION**

DATE: April 24, 2006

TIME: 4:00 p.m.

LOCATION: Washington Square Branch Library  
Community Room – Lower Level  
1244 Portage Street  
Kalamazoo, Mi 49001

President Godfrey called the meeting to order at 4:00 p.m.

**PRELIMINARY BUSINESS**

Roll Call: All trustees were present: Cynthia Addison, Donald Brown, Robert Brown, Loren Dykstra, Lisa Godfrey, James VanderRoest and Valerie Wright.

Approval of Agenda: The agenda was approved as presented.

**I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS**

A. Rohrbaugh announced KPL has received notification of a bequest from Eleanor Mary Mason. The first disbursement, which is the bulk of the bequest, will be in the amount of \$180,000. Ms. Mason graduated from Western State High School and worked at KPL from 1938-41. She was “Chief of the Art Dept.” at KPL from 1946-49. She also worked at the Enoch Pratt Free Library, Johns Hopkins Library, and at the University of Baltimore Library. KPL is one of three beneficiaries, each of whom is to receive 1/3 of her estate. We have questions in to our attorney about use of the funds.

**II. PERSONS REQUESTING TO ADDRESS THE BOARD**

No one addressed the board.

**III. CONSENT CALENDAR**

A. Minutes of the March 27, 2006 Regular Meeting

B. Personnel Items

**Retirement:**

**Terry Lason**, Head of Loan and Outreach Services, will retire effective October 1, 2006. He plans to take accumulated vacation over the summer; his last day of work is not yet determined, but will likely be sometime in September. Mr. Lason accepted a position as teen librarian at KPL in 1981 after more than ten years as a KPS librarian. He transferred to circulation in 1983, moved to .5 Branch/bookmobile Specialist and .5 Adult Loan librarian in 1998, became Head of Extension Services in 1990 and Head of Loan and Outreach Services in 1998.

**Promotion:**

**Mary Knowles** has been promoted to Library Assistant 5 in the Community Relations Office, effective date soon but yet to be determined. Ms. Knowles began work at KPL in 1982 as an hourly employee in what was known then as the bookmobile department; in

1984 she transferred to a salaried position at KPS. She returned to KPL’s Eastwood branch as a library assistant in 1987 and except for a current temporary assignment in the children’s room has remained a fixture at Eastwood since then.

**New hire:**

**Jacob Amdursky** was hired for the Facilities Management .5 weekend custodian position within KPLSP effective May 1, 2006. Mr. Amdursky has been on the facilities management hourly staff since last September and has also been working in the tech center for Adult Services since May of 2005.

**Disposition:** The board accepted the Minutes of the Meetings of March 27, 2006 and the Personnel Items as presented.

**IV. FINANCIAL REPORTS**

**A. Financial Reports for the Month Ending March 31, 2006**

**Recommendation:** **A. Rohrbaugh recommended the board accept the Financial Reports for the Month Ending March 31, 2006 as presented.**

Executive  
Summary:

J. VanderRoest, Chair of the Finance & Budget Committee, noted we would be making the debt service payment in the next few days; funds were reserved for that purpose. It is good to be paying down the balance. Everything else is typical  $\frac{3}{4}$  of the way through the year.

**MOTION:** **R. BROWN MOVED AND L. DYKSTRA SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS FOR THE MONTH ENDING MARCH 31, 2006 AS RECOMMENDED.**



**Motion carried 7-0.**

**B. Endowment Fund Report**

**Presentation:** Ed Knox, of Arcadia Investment Management Corporation, the manager of our endowment fund, reported the KPL endowment fund has a market value of \$1,514,324 as of March 31 and has realized a 10.23% return on investment over the past 12 months and a 10.94% return since inception. This compares favorably to the funds blended benchmark indices of 6.92% and 9.07% respectively for the same time periods.

The portfolio of investments is allocated 63% equity, 30.6% taxable fixed income and 6.4% cash and equivalents. The equity portion is slightly higher than the funds target allocation of 40-60% market value in equities, due primarily to the recent rapid growth in certain equity holdings and the timing of portfolio reallocation of investments.

He answered questions from trustees regarding specific earnings rates, detail about the makeup of KPL's investment portfolio, and types of investments allowed by law.

**Disposition:** The board received and thanked Mr. Knox for the report.

**V. REPORTS AND RECOMMENDATIONS**

There were no action items.

**Reports**

**A. Diversions Program**

**Presentation:** Kevin King, Teen Librarian, told trustees about the "Diversions Program" an ongoing casual book discussion group with teens who are residents of the Kalamazoo Juvenile Home that

successfully promotes both reading and the library. Books chosen to read address relevant issues that relate to their lives. Author visits have been incorporated 80% of the time, which is unique to our program. Journaling and drawing are also encouraged. The program is so popular with the teens that it is used as an incentive, and participation has become a status symbol.

Disposition: Trustees thanked K. King for his work on this project. They also congratulated him on being awarded the MLA sponsored Frances H. Pletz award for providing excellent services to teens and the recent successful Teen Literature Seminar.

**B. Services for Spanish-Speaking Patrons**

Presentation: Nancy Davis Smith, Lead Librarian at Washington Square Branch Library, described library services and materials available to Spanish-speaking patrons and outreach activities in which the library participates. The first employee whose job description requires fluency in Spanish was recently hired for a half-time position based at Washington Square; Carlos Santiago-Lugo, whose native language is Spanish, has been doing a lot of outreach work. We also have several other staff members who speak Spanish. Patrons know they can come to WSQ at regular times and find a Spanish-speaking staff member to assist them. Although many of the Hispanic related activities are generated at WSQ where the neighborhood includes a concentration of Spanish-speaking residents, similar populations are growing in neighborhoods closer to Eastwood and Central library and there are growing resources and activities as well as some Spanish-speaking staff at other KPL locations.

Disposition: Trustees appreciated the report and thanked N. Davis Smith.

**VI. COMMITTEE REPORTS**

Finance & Budget Committee

J. VanderRoest reported the Finance & Budget Committee plans to meet soon to review the preliminary budget.

Personnel Committee

C. Addison said the Personnel Committee will meet soon to finalize the director's annual evaluation results to be presented to the full board at a closed session at the regular May meeting.

Building Committee

A. Rohrbaugh reported the building committee met regarding carpet and first floor updating at Central and the possibility of an outdoor programming space at Washington Square Branch. All three subjects are "works in progress." The building committee will keep the board informed.

**VII. OTHER BUSINESS**

**A. Directors Report**

In addition to highlighting a few items from the written report, A. Rohrbaugh told trustees Joyce Underkofler is no longer the Friends representative to KPL Trustee board meetings. Janice Snell and Donna Grath will share this responsibility; she introduced Ms. Snell, who was in attendance. She also noted the Friends will be celebrating the 10-year anniversary of the bookstore during the first week of May and invited trustees to attend the events. The annual Friends meeting will feature an appearance by author Nancy Pearl.

President Godfrey reminded everyone it is the time of year to join or renew membership in the Friends of KPL.

A. Rohrbaugh thanked trustees who attended the annual staff recognition event, a dinner held April 22 and expressed her appreciation to the staff recognition committee for their work to produce a successful event.

L. Godfrey commented she enjoyed attending the bookmobile celebration and thinks it is a nice vehicle – attendance at the celebrations at the various library locations was good.

In response to a question from L. Dykstra about how the \$180,000 bequest announced earlier might be earmarked, President Godfrey said it appears we have discretion, but she hasn't seen the will.

### **XIII. PERSONS REQUESTING TO ADDRESS THE BOARD**

**Kevin King**, Teen Librarian, thanked trustees for their acknowledgment of his recent award and for the opportunities extended to Teen Services through their generous funding and support. He also thanked Terry Lason, Head of Loan and Outreach Services, Susan Warner, Head of Youth and Branch Services, and the Teen Services staff.

### **IX. TRUSTEE COMMENTS**

**V. Wright** said she attended the last Reading Together event, which was well-attended. It provided validity to offering programs even after the author visit. She also noted she has recently read some teen novels and has grown through the experience.

**D. Brown** was pleased at the breadth of Spanish services KPL offers as described by N. Davis Smith. They are an important community group and he hopes the services will have an impact on KPS students' success.

**C. Addison** appreciated the director's thoughtful communication about the issues raised by KHAN representatives at the last board meeting.

**R. Brown** thanked staff for hosting the recognition event – he noted it included good company, great entertainment, good food and most especially for acknowledging the work KPL staff does every day.

**L. Godfrey** said it was gratifying to see everyone together and to have the occasion to thank the staff.

### **X. ADJOURNMENT**

Hearing no objections, President Godfrey adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:25 p.m.

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Loren Dykstra, Secretary